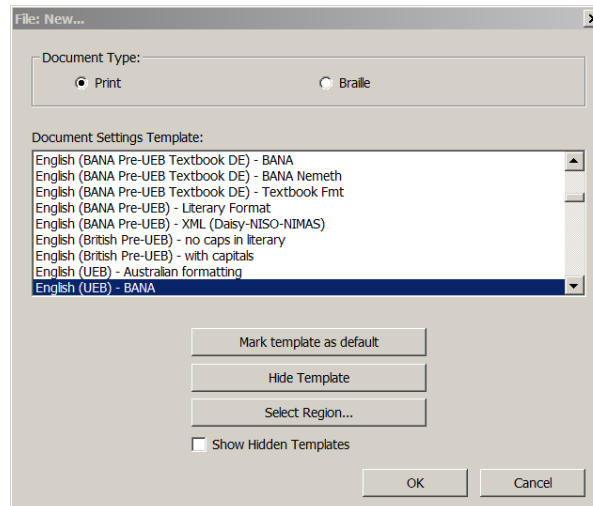# Using Duxbury Software

to

Produce Braille Documents

Worksheets/Handouts/Tests

- When does the student need the worksheet?

- Is it a worksheet you are creating?

- Is it a worksheet you are receiving from someone else to transcribe into braille?
  - Ask for a Word document
  - If you receive a PDF or a hard copy of the worksheet
    - Changing a PDF into a Word Document requires OCR (optical character recognition) software, such as Adobe Pro, Abbyy FineReader or OmniPage
   - A copy of the worksheet requires you to scan or input all the material.

Working in Duxbury Braille Software to Create a Document

- Go to **File\New**
- Select **Document Type** -- **Print** or **Braille**
- Select **Template**
- Choose the template you want to use (Duxbury 11.3)
  - English (UEB) – BANA
  - English (BANA Pre-UEB Textbook DE) – BANA
- Click **OK**

File: New...

Document Type:
- ● Print
- ○ Braille

Document Settings Template:

English (BANA Pre-UEB Textbook DE) - BANA
English (BANA Pre-UEB Textbook DE) - BANA Nemeth
English (BANA Pre-UEB Textbook DE) - Textbook Fmt
English (BANA Pre-UEB) - Literary Format
English (BANA Pre-UEB) - XML (Daisy-NISO-NIMAS)
English (British Pre-UEB) - no caps in literary
English (British Pre-UEB) - with capitals
English (UEB) - Australian formatting
English (UEB) - BANA

Mark template as default

Hide Template

Select Region...

☐ Show Hidden Templates

OK   Cancel

Working in Duxbury Braille Software to Create a Document

- Input text
- To format text, go to **Layout\Apply Style** or just select **F8**, and choose the style you want to use. Click **OK**.
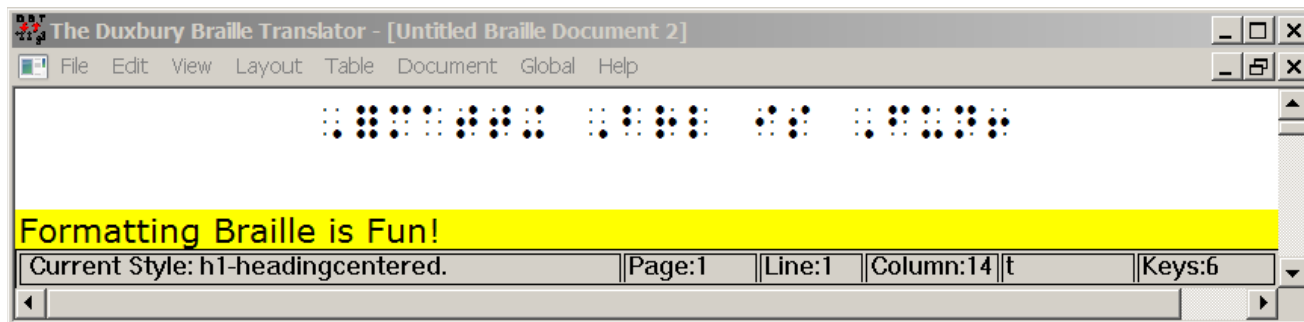- There is also a **Layout\ Apply Last Style** or **F8** that will resume the last style used.
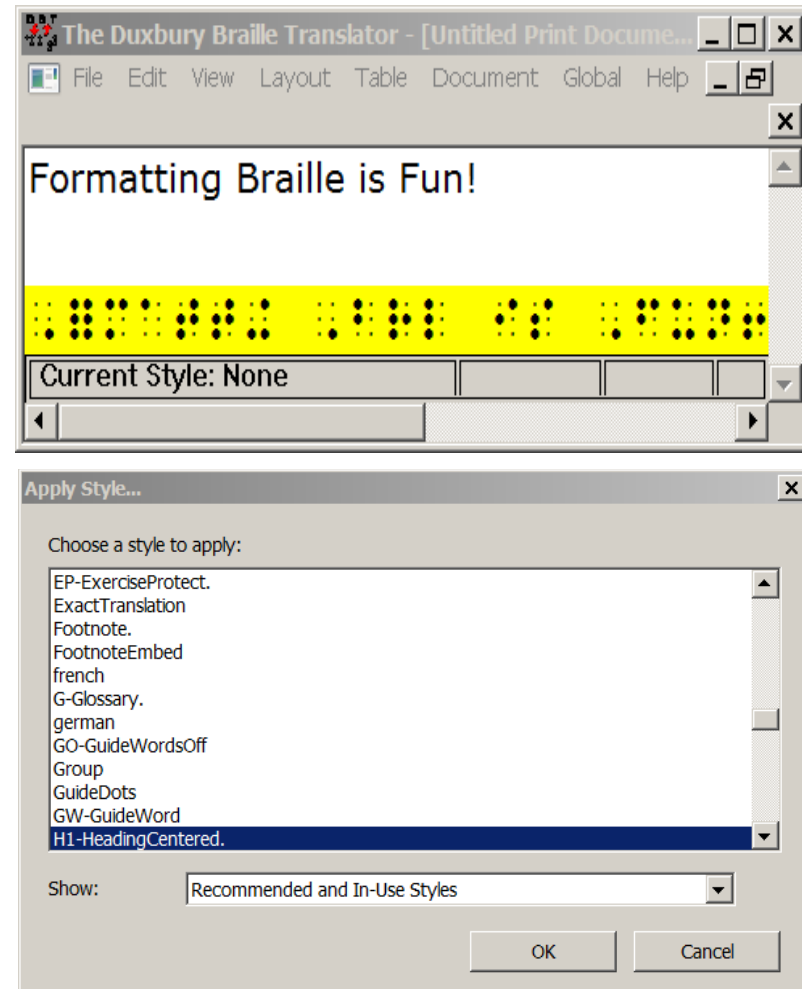
Working in Duxbury Braille Software to Create a Document

- The text will now show the code selected.
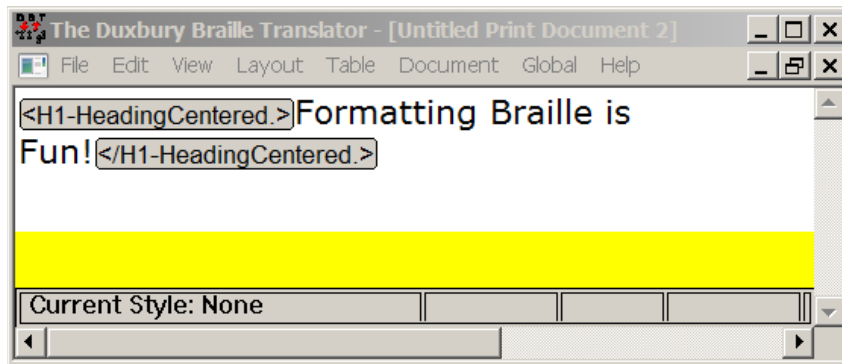
- To translate text into braille, go to **File\Translate**, or use shortcut **Ctrl-T**.

Working in Word to Create a Document Two Important Steps!

- Preparing a file to open in braille software should always include two important steps:

    1. Clean-Up

    2. Formatting

- These steps can take a minute or a hour, depending on the amount of time you have and how much is needed to make the material understandable for the reader.

- Often, just a few minutes could make a huge difference in readability for the student.

Two Important Steps!

- **1. Clean-Up:**

  - Scanning: quality of paper, size/type of font, and spacing of print greatly affects the end product.
    - A capital "I" may scan as the number 1
    - Colons may scan as semicolons; periods as commas
    - Any 'spec' on the print page will scan as something
    - The letters 'rn' may become the letter 'm'
    - Optional hyphens that divide words at the end of a print line may be retained in the file.

            Will you for-

            mat this paper?

        ,W y =-mat ? pap]8

Two Important Steps!

- **2. Formatting**
  - Helps divide a document into separate, important sections
  - Organizes the material; how you interpret the material as you are trying to read it
  - If everything is Left Flush, the reader is forced to spend time interpreting and mentally organizing what is on the page, instead of reading and understanding the material
 - A Left Flush 'heading' could be displayed material

Why format?

- <u>Something</u> in braille is not always better than <u>no</u> braille.

- Importing a file and just letting the braille software do all the work can result in "dirty braille".

- Even a little clean-up/format will help the reader a lot.
  - Headings
  - Paragraphs
  - Directions
  - Listed items
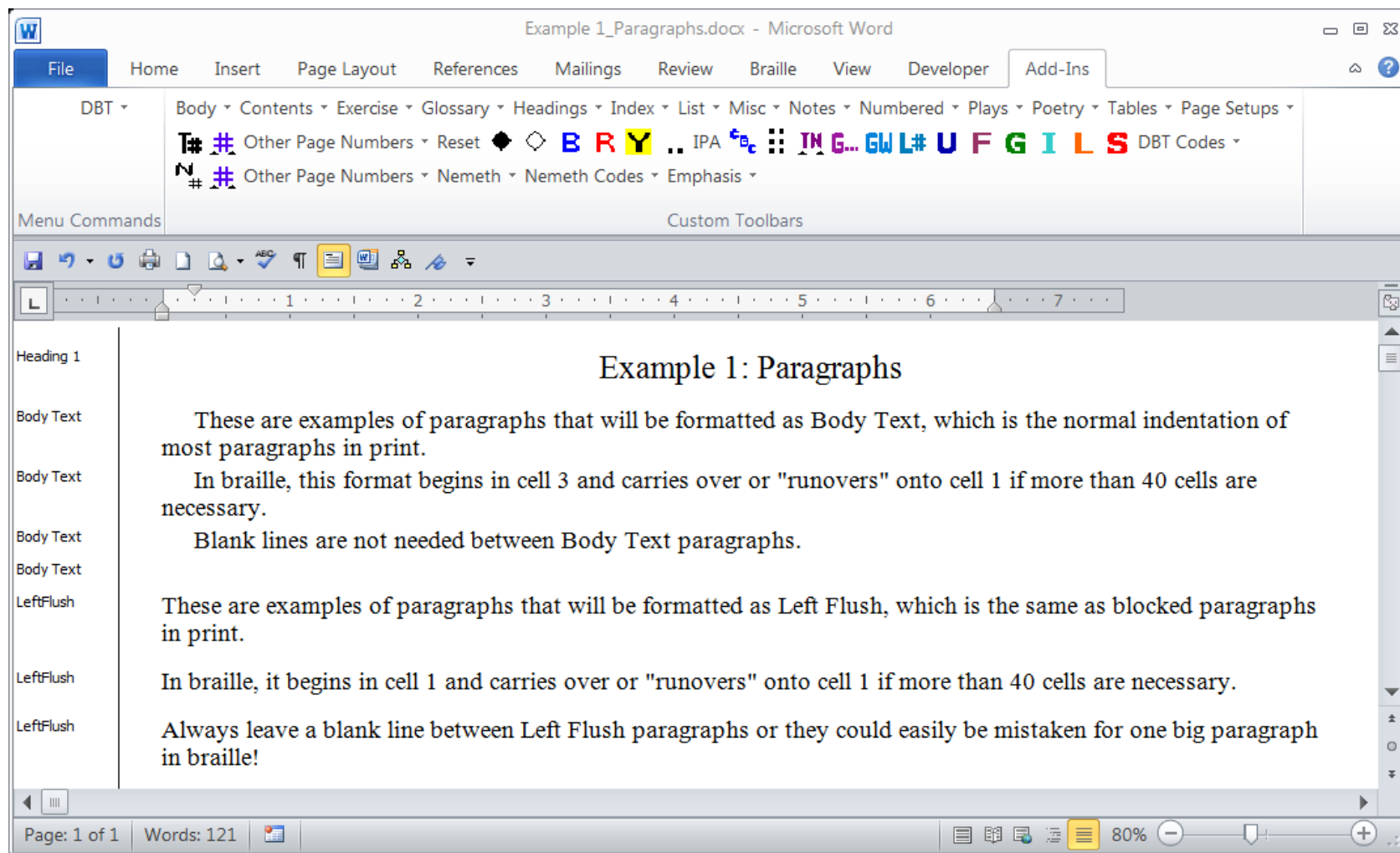 - Emphasized text (important material, not "eye candy")

Example 1: Paragraphs

- Refer to Handouts for Example 1: Paragraphs
  - Word handouts: shows unformatted and formatted styles in left margin
  - Braille handout: shows material translated in Duxbury Software
- Follow these steps:
  - Open a new file in Word and attach the Duxbury BANA Template
  - Type in text, as shown in Example 1 unformatted handout
  - Use the Duxbury BANA Template to format text

    OR
  - Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
  - Use the Duxbury BANA Template to format text
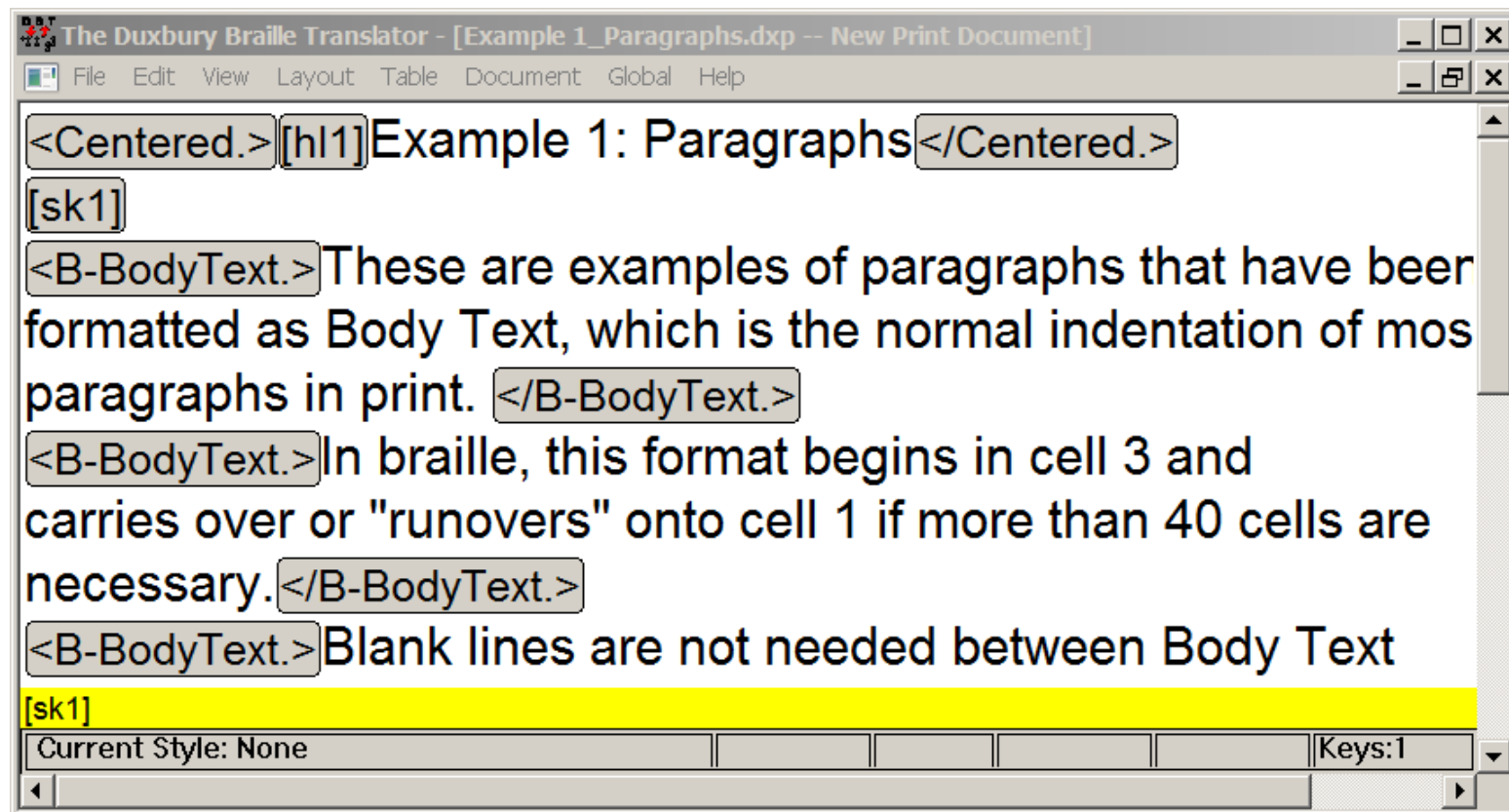
Example 1: Paragraphs - unformatted
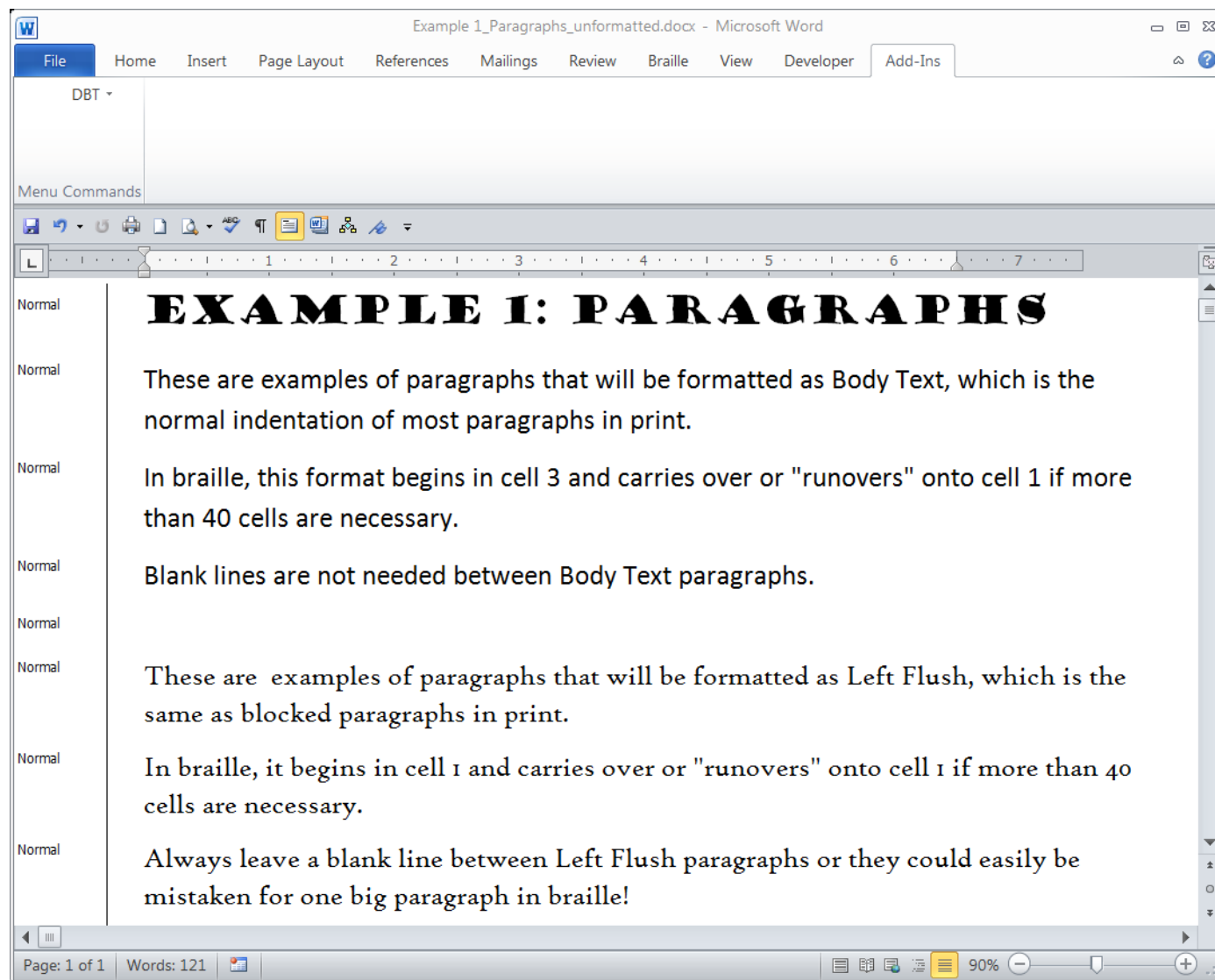
Example 1: Paragraphs - formatted

Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury, go to **File\Open**
- Select document you want to bring into Duxbury Software
- Choose the template you want to use (Duxbury 11.3)
  - English (UEB) – BANA
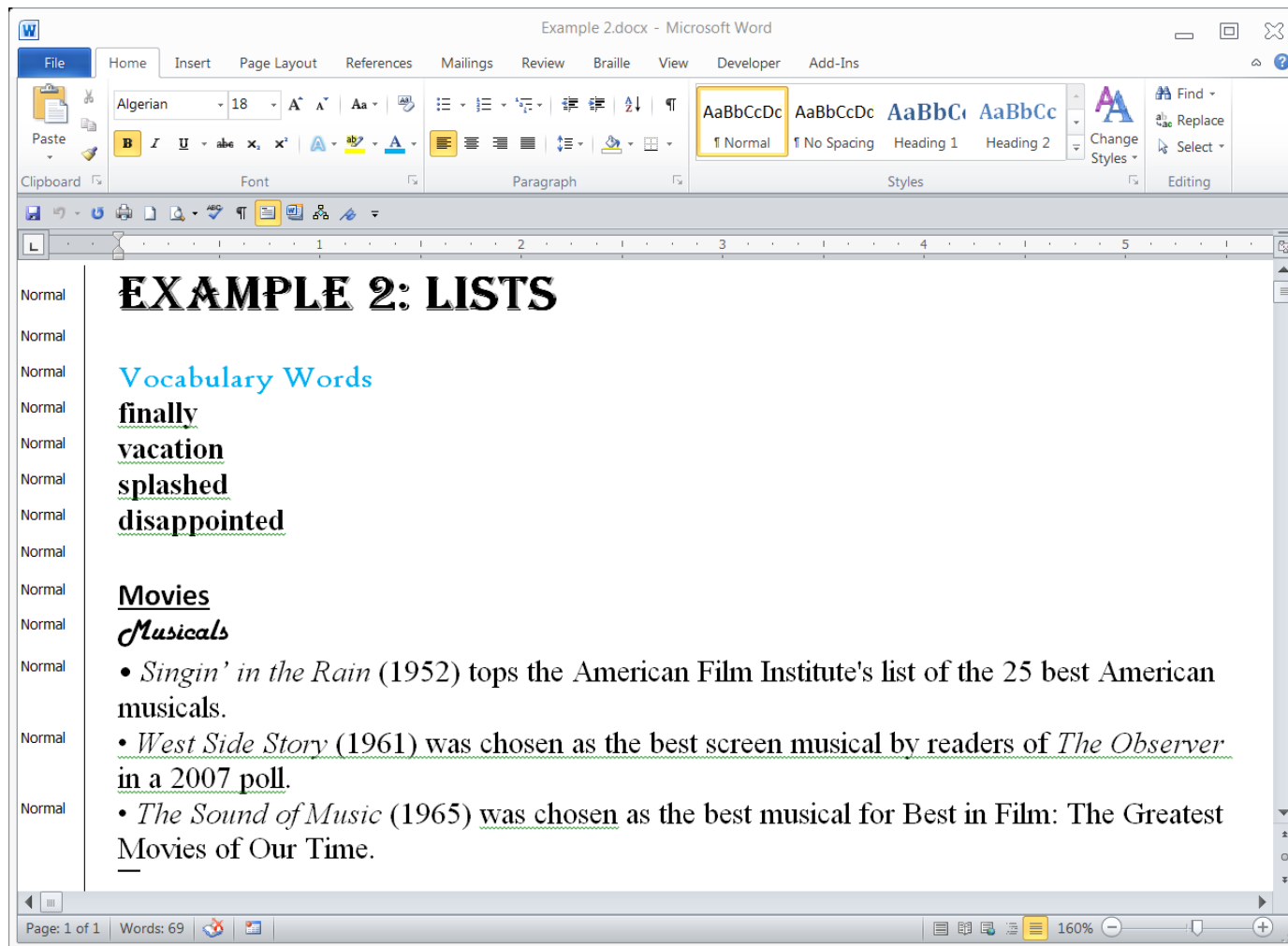 - English (BANA Pre-UEB Textbook DE) – BANA
- Click **OK**
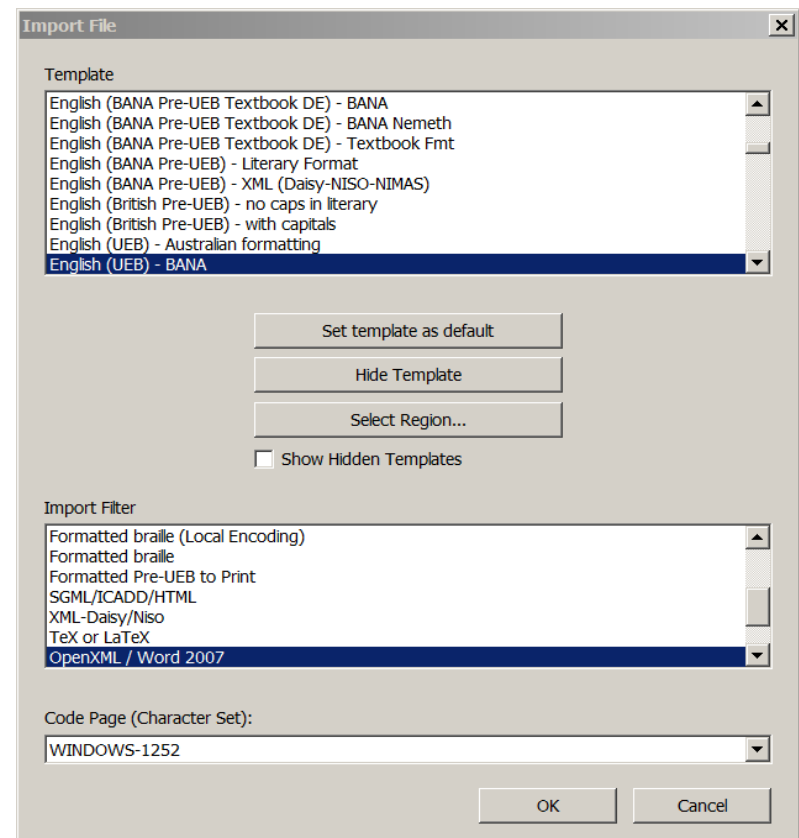
- To translate your text into braille, go to **File\Translate**, or use shortcut **Ctrl-T**.

- Your document should look like Example 1 braille handout.

Example 2: Lists

- Refer to Handouts for Example 2: Lists
  - Word handouts: shows unformatted and formatted styles in left margin
  - Braille handout: shows material translated in Duxbury Software
- Follow these steps:
  - Open a new file in Word and attach the Duxbury BANA Template
  - Type in text, as shown in Example 2 unformatted handout
  - Use the Duxbury BANA Template to format text
        OR
  - Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
  - Use the Duxbury BANA Template to format text

Example 2: Lists - unformatted

Example 2: Lists - formatted

Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury Software, go to **File\Open**

- Select document you want to bring into Duxbury Software

- Choose the template you want to use (Duxbury 11.3)
  - English (UEB) – BANA
  - English (BANA Pre-UEB Textbook DE) – BANA
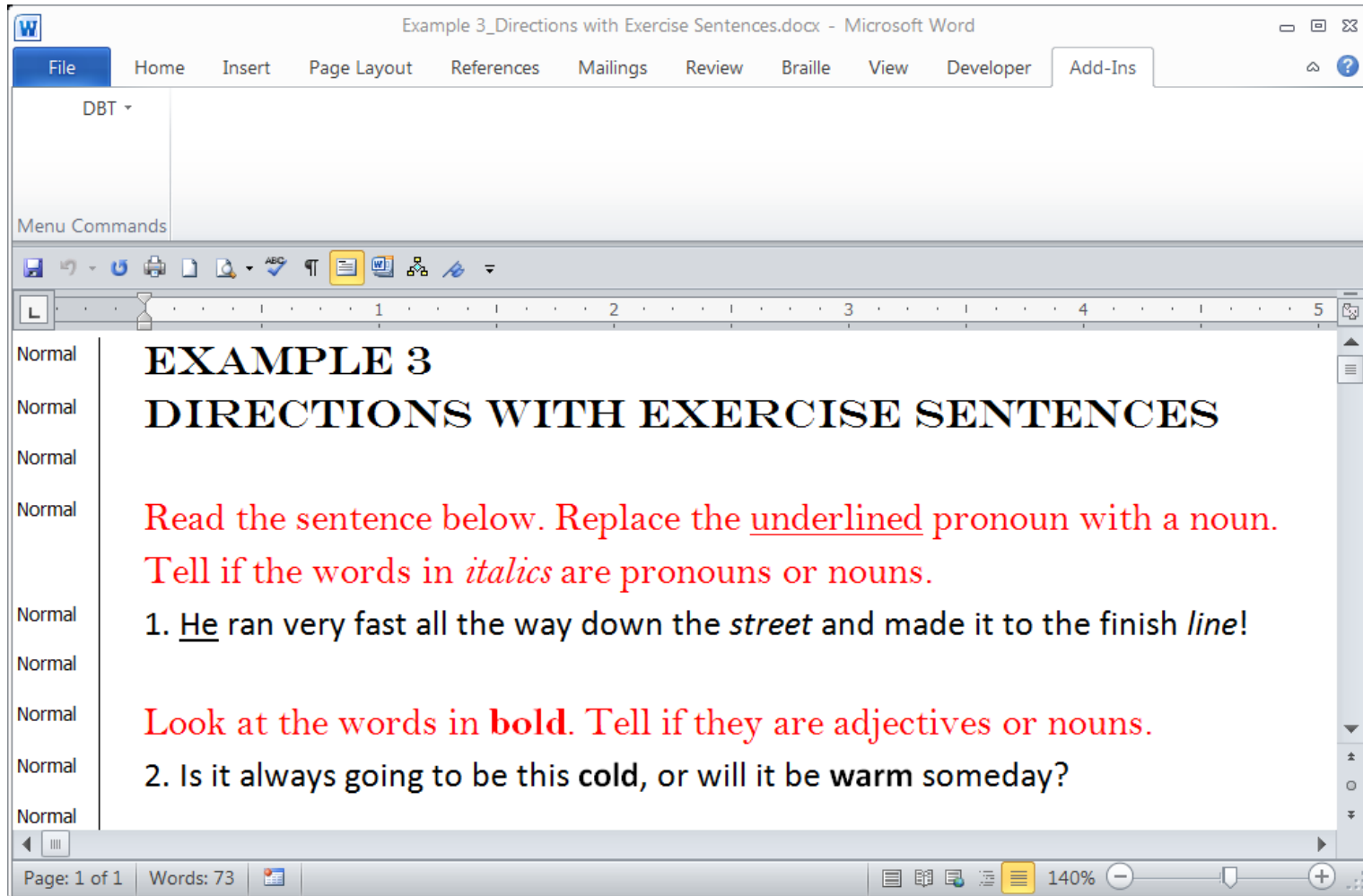
- Click **OK**

- To translate your text into braille, go to **File\Translate**, or use shortcut **Ctrl-T**.

- Your document should look like Example 2 braille handout.

Example 3: Directions with Sentences

- Refer to Handouts for Example 3: Lists
  - Word handouts: shows unformatted and formatted styles in left margin
  - Braille handout: shows material translated in Duxbury Software
- Follow these steps:
  - Open a new file in Word and attach the Duxbury BANA Template
  - Type in text, as shown in Example 3 unformatted handout
  - Use the Duxbury BANA Template to format text
    - **OR**
  - Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
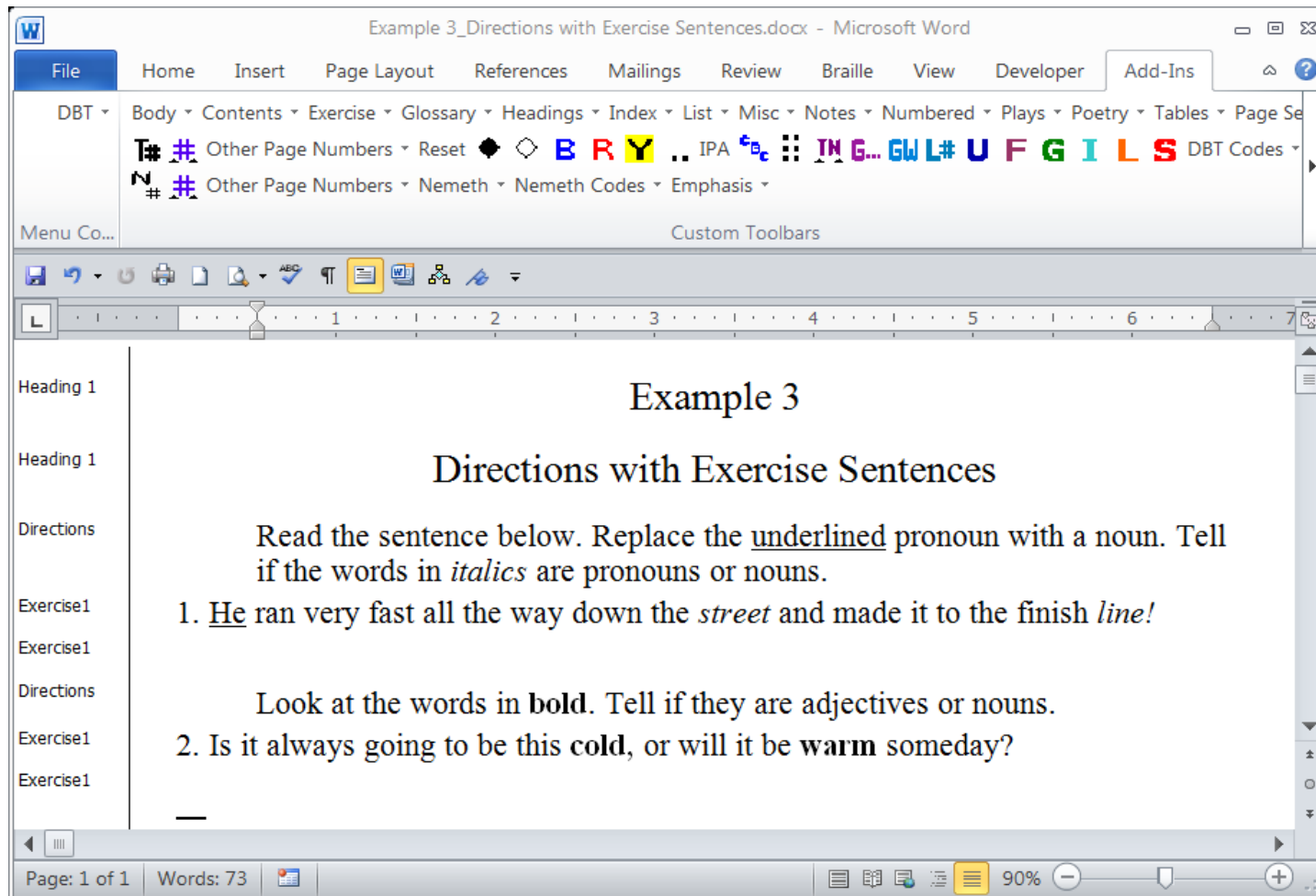 - Use the Duxbury BANA Template to format text
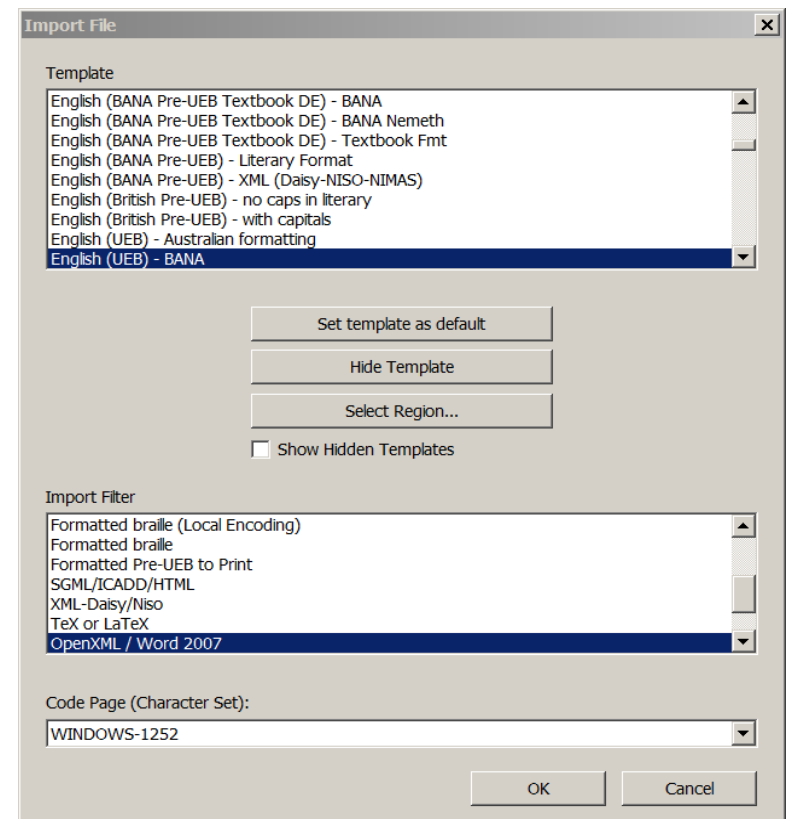
Example 3:
Directions with Sentences - unformatted

EXAMPLE 3

DIRECTIONS WITH EXERCISE SENTENCES

Read the sentence below. Replace the underlined pronoun with a noun. Tell if the words in *italics* are pronouns or nouns.

1. He ran very fast all the way down the *street* and made it to the finish *line*!

Look at the words in **bold**. Tell if they are adjectives or nouns.

2. Is it always going to be this **cold**, or will it be **warm** someday?
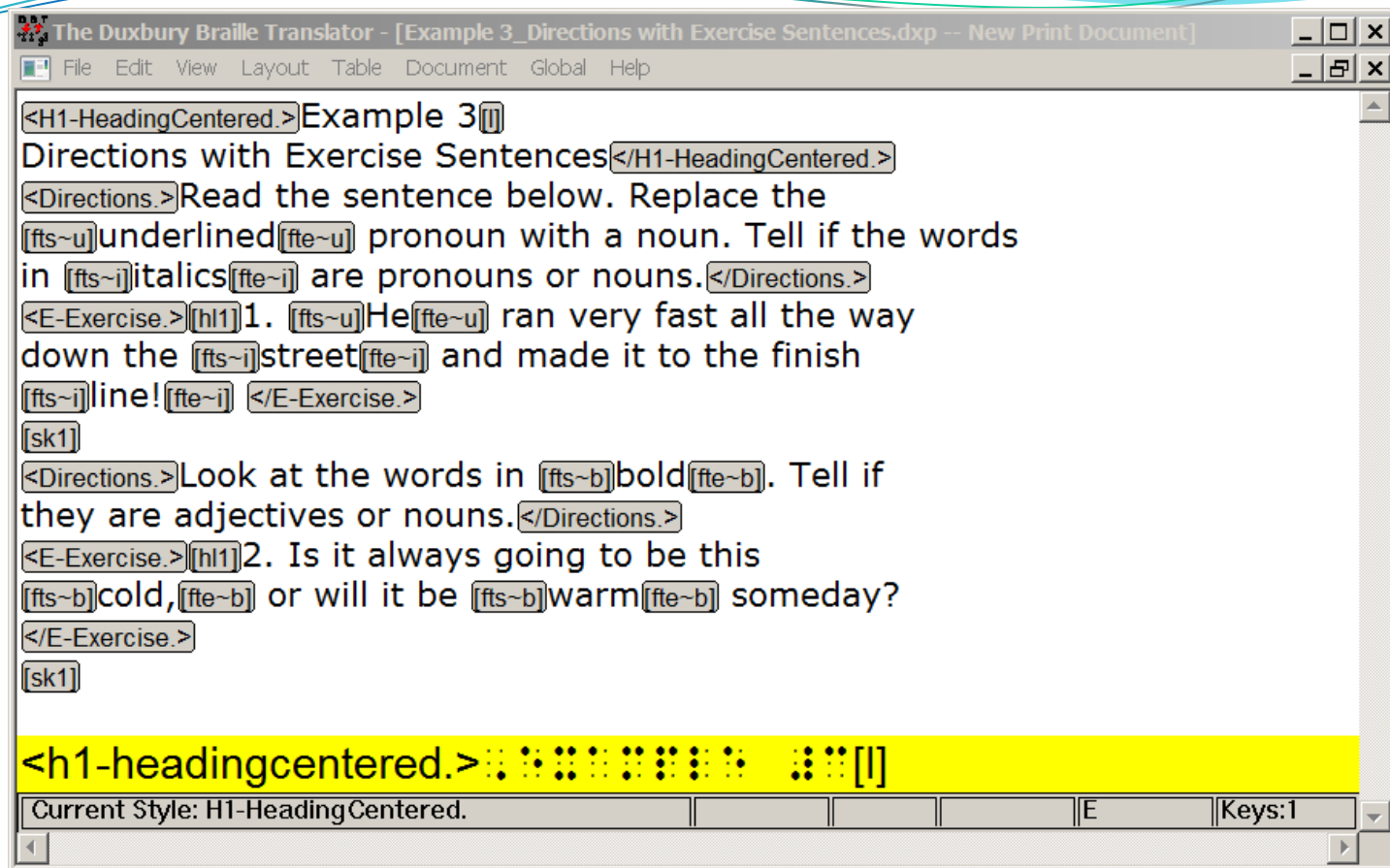
Example 3:
Directions with Sentences - formatted

Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury Software, go to **File\Open**
- Select document you want to bring into Duxbury Software
- Choose the template you want to use (Duxbury 11.3)
  - English (UEB) – BANA
  - English (BANA Pre-UEB Textbook DE) – BANA
- Click **OK**

- To translate your text into braille, go to **File\Translate**, or use shortcut **Ctrl-T**.
- Your document should look like Example 2 braille handout.

Example 4: Multiple Choice Questions

- Refer to Handouts for Example 4: Multiple Choice
  - Word handouts: shows unformatted and formatted styles in left margin
  - Braille handout: shows material translated in Duxbury Software
- Follow these steps:
  - Open a new file in Word and attach the Duxbury BANA Template
  - Type in text, as shown in Example 4 unformatted handout
  - Use the Duxbury BANA Template to format text
    - **OR**
  - Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
  - Use the Duxbury BANA Template to format text

Example 4: Multiple Choice - unformatted
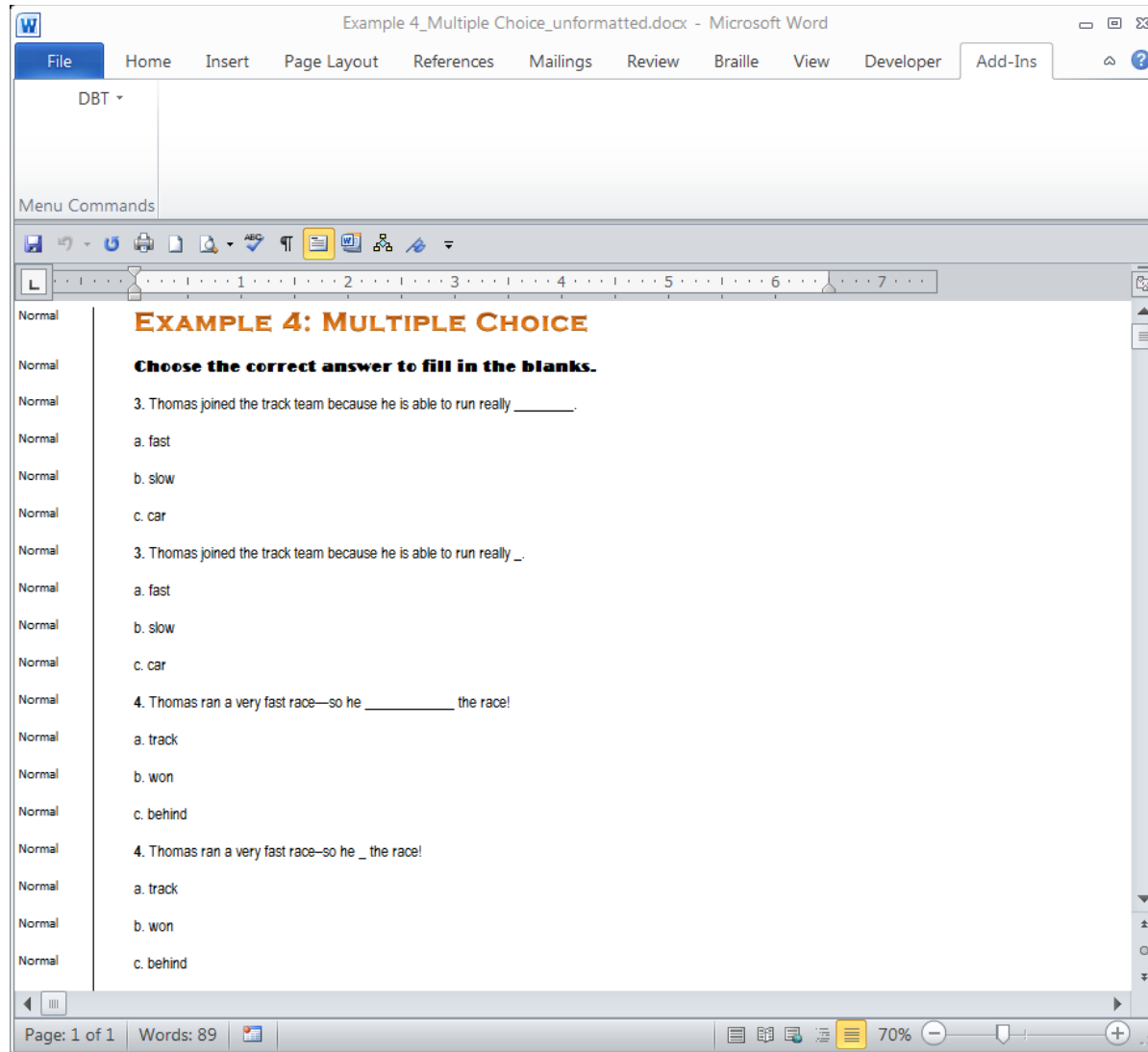
Example 4: Multiple Choice - formatted
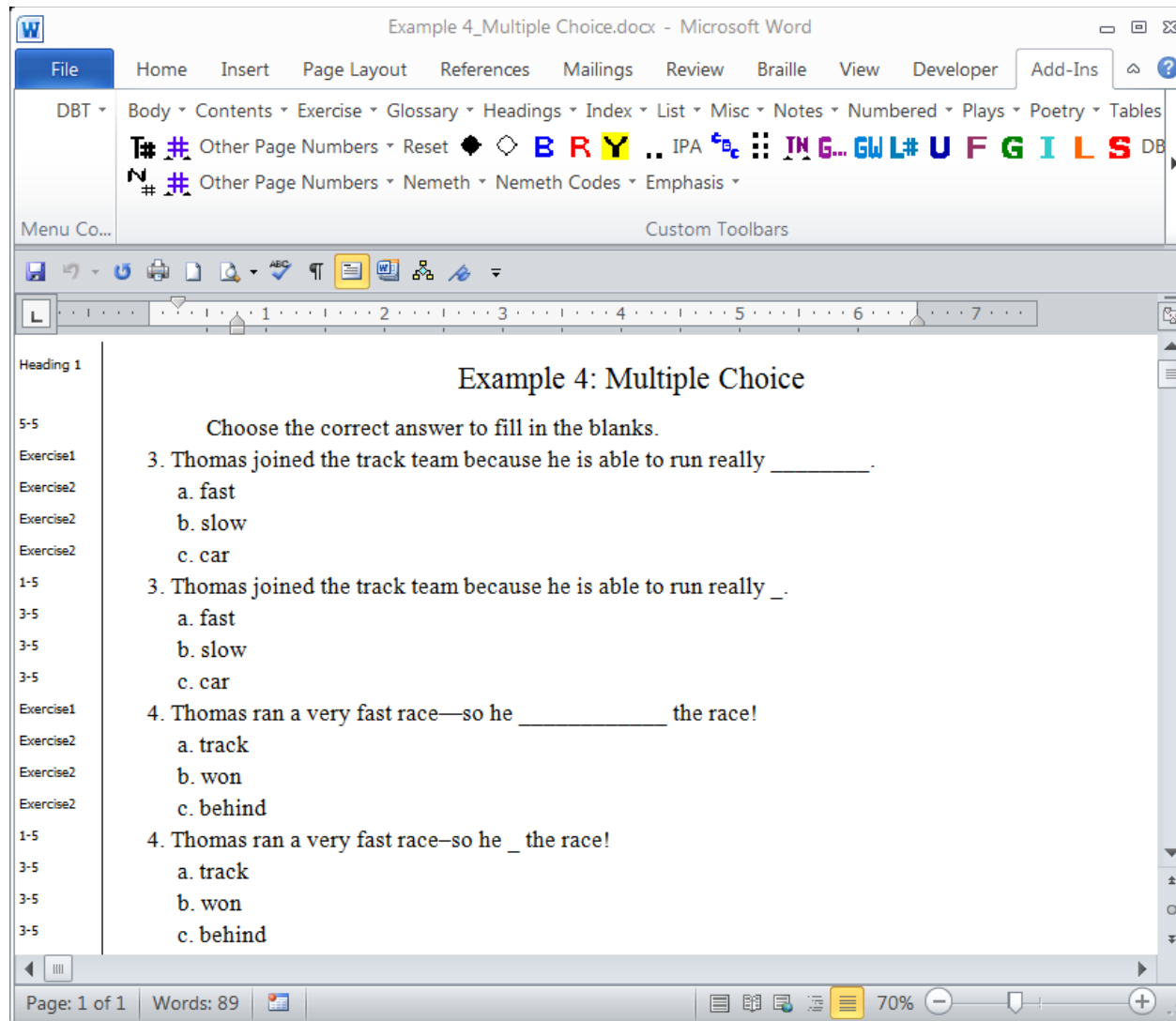
Example 4: Multiple Choice - formatted

- Directions: 5-5

- Multiple Choice: an Exercise with Subentry
  - Similar to outline format
  - Question: main entry: 1-5
  - Answer choices: subentry (all at the same level): 3-5

- All runovers for the question and any subentries are the same.

- Example of more subentries:
  - State / Capital / State bird / State flower
 - 1-9   / 3-9   / 5-9   / 7-9

Example 4: Multiple Choice - formatted

- Compare the blanks to be filled-in and the different dashes in the repeated #3 and #4 sentences.

- <u>Low Line</u>: UEB 'blank' showing that the student needs to fill-in an answer.   _ .-

  - Located on top row of keyboard with the hyphen

  - If this appears in print _____

  - This will appear in braille .-.-.-.-.-.-.- .-.-.-.-.-.-.-.-.-.-.-.- .-.-

- <u>Dash</u>: A short dash (en dash) or a longer dash (em dash) will be translated correctly in Duxbury 11.3 as the UEB dash. ,-

Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury Software, go to **File\Open**
- Select document you want to bring into Duxbury Software
- Choose the template you want to use (Duxbury 11.3)
  - English (UEB) – BANA
  - English (BANA Pre-UEB Textbook DE) – BANA
- Click **OK**
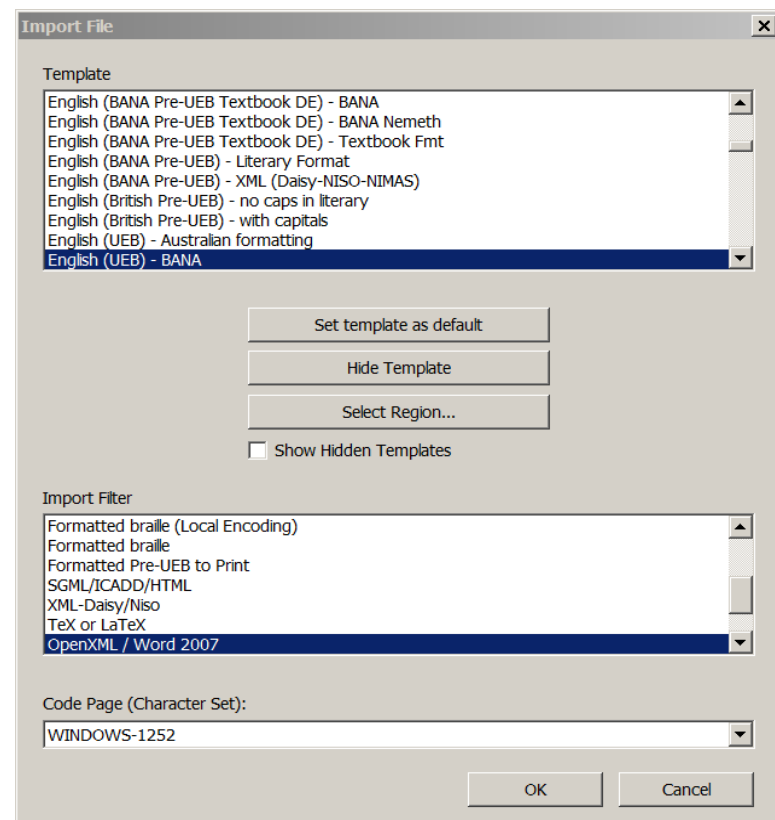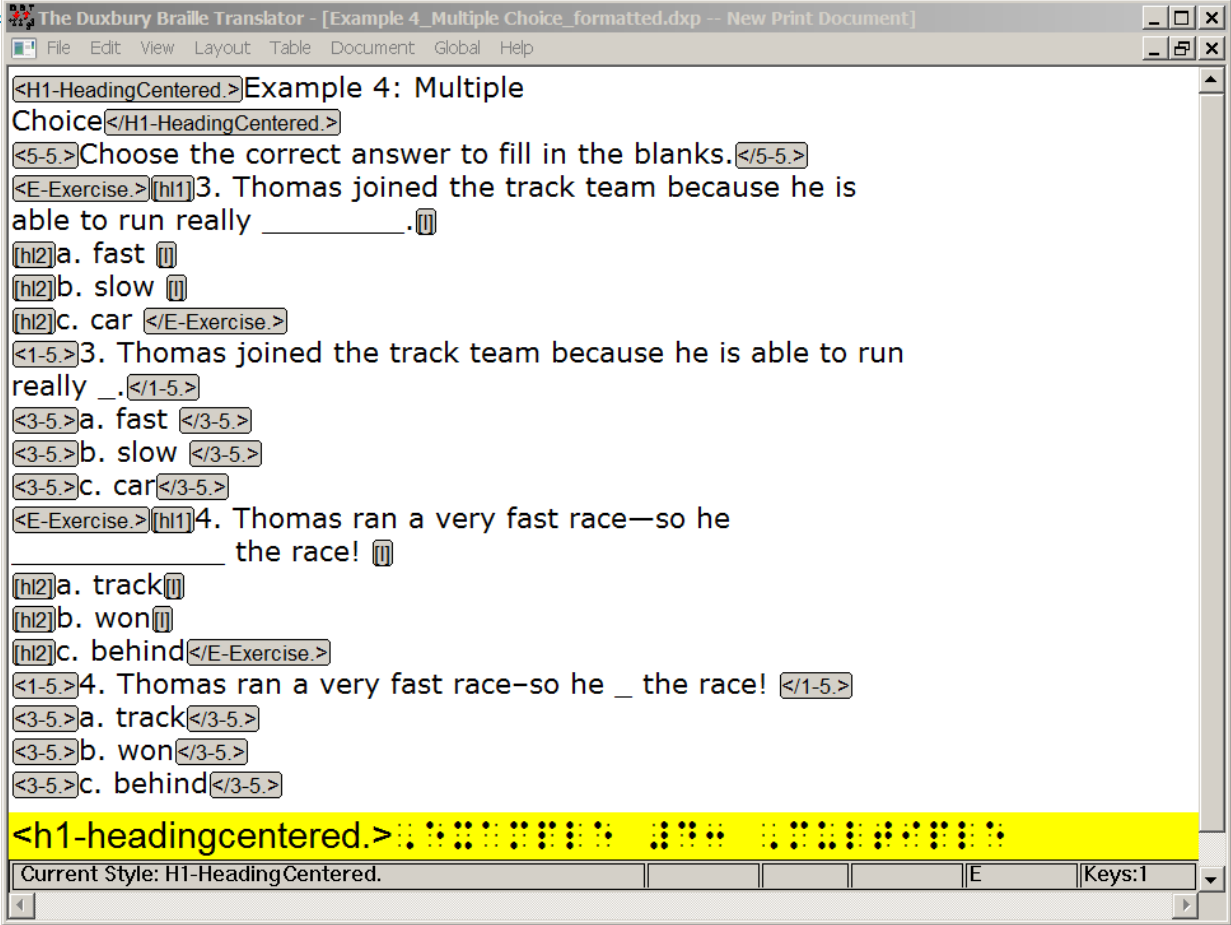
- To translate your text into braille, go to **File\Translate**, or use shortcut **Ctrl-T**.

- Your document should look like Example 4 braille handout.

Contact Information

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